

I. Position Title: Amphitheater Box Office Staff Revision Date: 2/05
EEO Code: Admin. Support
Status: Non-exempt

Under the direction and supervision of the Amphitheater Box Office Manager, accounts for received ticket revenue and is responsible for assisting general operations of the Amphitheater box office.

- Sells tickets to customers.
- Assists in maintaining and equipping box office.
- Interfaces with public and responds to customer inquiries.

- Assists artists with special ticketing requests.
- Assists in other duties as requested.

Education: High school diploma or equivalent required.

Responsibility for: The efficient and effective operation of the Amphitheater Box Office; great responsibility for money and accounting of single-event ticket receipts.

Communication Skills: Must have the ability to communicate in a professional and courteous manner with the general public.

Tool, Machine, Equipment Operation: Ticketing computers and printers, PC, 10-key and calculator.

Work is primarily conducted at City Hall and the Amphitheater Box Office; exposure to various climate conditions; a considerable amount of standing, bending, and some light lifting is required; box office is ventilated but not air conditioned; job requires evening, weekend and some daytime work; Box Office Manager must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.